

PERSONNEL REFERENCE GUIDE

**2015-2016
School Year**

**Santa Cruz Valley Unified School District No. 35
1374 W. Frontage Road
Rio Rico, Arizona 85648
(520) 281-8282**

Educate Everyone Every Day

SANTA CRUZ VALLEY UNIFIED SCHOOL DISTRICT NO. 35 PERSONNEL REFERENCE GUIDE

Governing Board:

Maria Neuman President

Susan Faubion, Clerk

Brian F. Vandervoet Rosie Simpson John Hays

Superintendent, David Y. Verdugo Ext. 8261

Asst. Superintendent, Stephen P. Schadler Ext. 8287

Rio Rico High School

Principal, Shelly Vroegh Ext. 8759

Assistant Principal, Bethany Patterson Ext. 8711

Assistant Principal, Angela Mongiello Ext. 8703

Career & Technical Education Dir., Michelle Poppen Ext. 8766

Calabasas Middle School

Principal, John M. Fanning Ext. 8601

Coatimundi Middle School

Principal, Leron Dickson Ext. 8801

Mountain View Elementary

Principal, Christopher Jackson Ext. 8401

San Cayetano Elementary

Principal, Berenice Rodriguez Ext. 8304

Educate Everyone Every Day

District Wide Staff

Director of Student Services, Melisa Lunderville Ext. 8289
Transportation Manager, Rico Quiroz Ext. 8887
Technology Coordinator, Steve Saint-Coeur Ext. 8599
Communication Specialist, Carol Cullen Ext. 8285
Grants Coordinator, Jim Hahn Ext. 8264
Administrative Assistant, Alma De La Riva Ext. 8261
District Receptionist, Josie Gallo Ext. 8260
Human Resources Manager, Julieta Quiroz Ext. 8267
Human Resources Secretary, Blanca Vega Ext. 8267
Human Resources Technician, Maria Rivera Ext. 8273
Business Manager, Isela Brown Ext. 8263
Accounting Specialist, Blanca Lizarraga Ext. 8269
Student Activities, Maribel Aguilar Ext. 8270
Purchasing, Lourdes Ocampo Ext. 8272
Accounts Payable, Yvette Corella Ext. 8275
Food Services, Luz Valdez Ext. 8286
Fixed Assets, Cliff Marsom Ext. 8271
Warehouse, Ray De La Cruz Ext. 8274
District Registrar, Melissa Rios Ext. 8281
Enrollment Specialist, Rita Sanchez Ext. 8288

WORK ORDERS

*Email telephone, computer hardware, computer software or
other technology requests to:*

tsupport@santacruz.k12.az.us

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REFERENCE GUIDE DISCLAIMER

This is a guide to personnel policies and practices which are most often used by the staff. Employees who have questions or need more detail should refer to the District's policy manual, department or site procedure manual, the supervisor and then the Human Resources Department. In conformity with the understandings stated on the employment application and the policies of this District regarding employment status of personnel, this guide and the items contained, referred to or mentioned herein, is not intended, nor is it to be construed to constitute a contract or part of a contract of employment between the District and any one or all of its personnel. No statement in this guide is intended nor does it provide a legitimate expectancy for any benefit greater than provided for in the employee's contract. No statement in this guide is intended nor does it provide a legitimate basis for an expectation of a term of employment greater than provided by the individual agreement between the District and the individual employee. Nothing in this guide provides for any process or procedure involving discipline including dismissal of employees different or greater than that provided by contract or District policy. This guide and its contents are presented as a matter of information and direction only and the contents may be changed within the discretion of the Administration.

The provisions of this guide can be changed unilaterally by the Administration without additional consideration or compensation.

This guide supersedes any previous reference guides.

NON-DISCRIMINATION NOTICE

(Governing Board policies AC and GBA)

Santa Cruz Valley USD No. 35 does not discriminate on the basis of sex, race, religion, color, national origin, age, disability, veteran's status, political affiliation or genetic code in admission to its programs, services, activities, in access to them, in treatment of individuals, or in any other aspect of their operations. Santa Cruz Valley USD No. 35 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator listed below:

Bethany Patterson, Title IX Coordinator
1374 W. Frontage Road
520-375-8711
Monday through Friday 7:30 am to 4:00 pm

Melisa Lunderville, 504 Coordinator
1374 W. Frontage Road
520-375-8283
Monday through Friday 7:30 am to 4:00 pm

This notice is available from the compliance coordinator in large print, on audiotape, and in Braille. Additional alternative formats available upon request. Violations shall be reported to the Superintendent. See Governing Board policy AC, AC-R, AC-E, GBA, GBA-R, GBA-E for details.

IMPORTANT NOTICE

All District employees are expected to know and comply with current Governing Board policies and administrative rules and regulations, as they now exist and as they may reasonably be modified from time to time.

Employees should read and know in detail the following Arizona Revised Statutes:

ARS §13-3620 Reporting Child Abuse/Neglect

Any person who **reasonably believes** that a minor is or has been the victim of **physical injury, abuse, child abuse, a reportable offense or neglect** that appears to have been inflicted on the minor **by other than accidental means** or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant, shall report or cause reports to be made **immediately** to law enforcement at (520) 761-7869 and/or Child Protective Services at (520) 281-1947, Option 7 or (888) SOS-CHILD. Refer to ARS §13-3620 and Board Policy JLF for details.

ARS § 46-454 Adult Abuse, Neglect or Exploitation

Any person who has responsibility for the care of an incapacitated or vulnerable adult and who has a **reasonable basis to believe that abuse or neglect of the adult has occurred** or that **exploitation of the adult's property has occurred must report** or cause a report to be made **immediately** to law enforcement at (520) 761-7869 or a Department of Economic Security protective service worker. Refer to ARS §46-454 for details.

ARS §15-2301 Hazing

Hazing is any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which the act was committed in connection with initiation into, affiliation with or maintenance of membership in any organization; **and** the act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. Hazing is prohibited and must be reported immediately to the Administration. Refer to Board Policy JICFA and ARS § 15-2301 for details.

ARS §15-341 (A) (37) Harassment, Intimidation, Bullying

School personnel who have knowledge of or observe incidents of harassment, intimidation and/or bullying shall immediately report the information to the Administration. The employee must also make the report in writing. Refer to ARS §15-341 and Board Policy JII for details.

ARS §13-3102, 13-3113 & 15-515 Weapons Misconduct

School personnel who observe or have knowledge of a minor in possession of deadly weapons on school grounds must make an immediate report to the Administration. Refer to ARS §13-3102, 13-3113 & 15-515 and Board Policy GBEB-R for details.

ARS §13-3411 Drug Offenses

School personnel must report the intentional presence in a drug free school zone to sell or transfer of marijuana, peyote, prescription-only drugs, dangerous drugs or narcotic drugs, or to possess or use the same in a drug free school zone, or to manufacture dangerous drugs in a drug free school zone to a school administrator. The Administration must then report to a peace officer. Refer to ARS §13-3411 and Board Policy GBEB-R for details.

ARS §15-341 (A) (31) Crimes and Threats

School personnel who suspect a crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on school property must report this information to their supervisor. The supervisor must then report to the Superintendent, who must then report to law enforcement. Refer to ARS §15-341 (A)(31) and Board Policy GBEB for details.

ARS §15-514 Immoral or Unprofessional Conduct

Any certified employee who has reasonable suspicion or receipt of a reasonable allegation that a certificated person has engaged in: (1) conduct involving minors that would be subject to the reporting requirements of A.R.S. §13-3620; or (2) an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges must be reported or cause a report to be made to the Department of Education as soon as reasonably practical, but no later than 3 business days after the person first suspects or receives the allegations. The report must be made prior to acceptance of resignation of the certificated person. Refer to ARS §13-3620, 15-514 and Board Policy GCQF for details.

Employees should read and know in detail the Governing Board policies in sections G, I and J with special emphasis on the following policies:

GOVERNING BOARD POLICIES

BHC\Communications with Board Members

EEAG\Transportation of Students in Vehicles

EGAD \Copyright Compliance

GBA\Equal Employment Opportunity

GBEA\Staff Ethics

GBEAA\Staff Conflict of Interest

GBEB\Staff Conduct

GBEBB\Staff Conduct with Students

GBEBC\Staff Gifts and Solicitations

GBEC\Drug Free Workplace

GBECB\Alcohol Use

GBED\District Use of Tobacco

GBGC\Employee Assistance

GBI\Staff Participation in Political Activities

GBK\Staff Grievances

GCMF\Professional Staff Duties and Responsibilities

GBEA\GCMF Teaching About Religion

IJND\Technology Resources

IKAB\Report Cards and Progress Reports

IKB\Homework Policy

IMB\Teaching Controversial Issues

JI & JI-R\Student Rights and Responsibilities

JIH\Student Interrogations, Searches and Arrests

JKA\Corporal Punishment

JLCD\Administering Medicines to Students

JLF\Reporting Child Abuse/Child Protection

JLI\Student Safety

JLIA\Supervision of Students

JLIB\Release of Student from Campus prior to Conclusion of
School Day

JQ\Student Fees

SEXUAL HARASSMENT (ACA)

All individuals associated with this District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment can be made physically, telephonically, or electronically. Violations shall be reported to the Superintendent. See policy ACA, ACA-R for more details.

STAFF HEALTH & SAFETY (GBGCB-E)

The body fluids of all people should be considered to contain potentially infectious agents. Whenever possible, avoid direct skin contact with body fluids. If possible keep others clear of the area and call the office for assistance. If it is necessary for you to remove the body fluids, disposable gloves are recommended. If contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily. If direct skin contact does occur, hands and other affected skin areas of all exposed people should be thoroughly washed with soap and water. See policy GCGBC, GCGBC-R and GCGBC-E for more details.

ACCESS TO GOVERNING BOARD POLICIES & ARIZONA REVISED STATUTES

Copies of the Governing Board policies of Santa Cruz Valley USD No. 35 and the Arizona Revised Statutes are maintained in the Superintendent's Office and are available online. Governing Board Policies can be found by visiting www.azsba.org/. Click on "School District Policy Manuals" on the left-hand side of the screen. Arizona Revised Statutes can be found by visiting www.azleg.state.az.us/ArizonaRevisedStatutes.asp.

BOARD MEETINGS

The Governing Board meets twice each month throughout the calendar year. Specific meeting dates/times are set at the first board meeting in January of each year. Currently, the Board meets on the 2nd and 4th Tuesday of each month at 5:00 pm in the Daniel Fontes Board Meeting Room located in the District Office.

CONFIDENTIALITY

Any student or employee information obtained while in the employment of the District is strictly confidential. Information should only be disclosed to necessary parties within the District. Unauthorized requests for disclosure of confidential information should be directed to your administrator.

ABSENCE (Employee)

All absences must be reported to the site/department administrator. A request for leave is required for each absence. A request for leave for planned absences should be submitted a minimum of three (3) days in advance in Aesop or Kronos (only one is applicable per employee).

Absences which occur

- **Immediately before a school holiday;**
- **Immediately after a school holiday;**
- **During the first ten (10) days of the school year;**
- **During the last ten (10) days of the school year; or**
- **Days intended for professional development, parent-teacher conferences or grading**

require prior approval from the Superintendent.

If you find it necessary to be absent on any of these days please **submit a paper leave request, in addition to your Aesop or Kronos request, to your administrator at least 10 business days prior** to the scheduled absence. **Some school sites/departments may also require a paper leave request for all absences.**

Hourly Staff

When unable to submit a request for leave in advance in Kronos, such as in cases of sickness or emergency, you must notify your site/department administrator by phone and a request for leave must be submitted on the first day you return to work.

Salaried Staff

You may submit a request for leave up until 2 hours prior to your scheduled start time in cases of sickness or emergency. If

less than 2 hours remain until your scheduled start time, your administrator or site secretary/clerk will need to enter the request for leave on your behalf. **In all cases of unplanned leave, you must notify your administrator by phone.**

Absences due to illness or injury, which are three (3) days in duration or longer, may require a doctor's excuse upon return. Refer to policy GCCA for details.

ACCIDENTS

Reports must be filed on accidents that take place on school property or that involve school vehicles, students or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any evident injuries or damage to property. Refer to policies EBBB for details.

ACCUMULATED PERSONAL LEAVE

Employees may carry forward a maximum of 120 personal leave days. At the end of each fiscal year, any days accumulated in excess of 120 days will be paid at the rate specified by Board policy. Upon termination of employment in good standing, an employee may be eligible for compensation for all unused personal leave days. Refer to policy GCCA for more information.

ADDITIONAL DUTY COMPENSATION

Employees may be compensated for additional duties outside the normal scope of their positions according to the stipend schedules or additional duty schedule established by the District. See the site/department administrator or the stipend/additional duty salary schedules for details.

AESOP (Salaried Staff)

Exempt (salaried) employees shall report all absences via the Aesop time management system. For teaching staff, your

request for leave will generate a request for a guest teacher unless you indicate no substitute is needed.

The Aesop system is available 24 hours per day/7 days per week at:

www.aesoponline.com/login2.asp
1-800-942-3767 (1-800-94A-ESOP)

An absence constitutes any period of time during which you are away from your regular duty post. This can include, but is not limited to, time taken as personal leave, professional development or other school business, on-site training, etc.

You may submit a request for leave until 2 hours prior to scheduled start time in cases of sickness or emergency. If less than 2 hours remain until your scheduled start time, your administrator or site secretary/clerk will need to enter the request for leave on your behalf. **In all cases of unplanned leave, you must notify your administrator by phone.**

BENEFITS

Employees who are contracted for 20 hours per week or more are eligible for the Arizona State Retirement System (ASRS). Hourly, temporary and substitute employees who work a minimum of 20 hours per week, for more than 20 weeks within a fiscal year (July 1st through June 30th) are also eligible for state retirement. Information regarding member services and benefits can be obtained from the ASRS web-site at www.azasrs.gov.

The District offers medical, dental, and life insurance to employees contracted for 30 hours per week or more. These staff members are eligible for benefits the first day of the month *following thirty (30) days* after the date of hire.

Benefits terminate for all staff the last day of the month in which your employment ends with the District.

Our current carriers are as follows:

ASBAIT (medical) Insurance

Delta Dental

Principal Life Insurance

Complete plan details and information on eligibility, enrollment and changes can be found in the ASBAIT and Delta Plan Summaries available on the District web-site or from the Human Resources Department.

Voluntary benefits are also available to eligible employees. These benefits are offered by the following carriers:

Principal Life Insurance

EyeMed Visioncare Plan

AFLAC

The District makes no contribution toward the cost of these voluntary benefits. Same waiting periods apply as previously specified.

Detailed information and costs for coverages listed above can be obtained from the Human Resources Department.

BENEFIT ENROLLMENT

In general, enrollment is available within the first thirty (30) days of hire or within the first thirty (30) days after which you become eligible for these benefits. After this period has expired, enrollment is available only during the open enrollment period or when a qualifying event occurs. To ensure enrollments have been processed by the effective date, please complete enrollment forms within five (5) days of benefits orientation.

The open enrollment period for all benefits is May of each year with changes becoming effective on July 1st.

Changes and new enrollments may also be accepted when a qualifying event has occurred. Qualifying events include, but are not limited to:

Birth or adoption

Marriage, divorce or legal separation

Changes in eligibility for other insurance coverage

Changes in spouse's, former spouse's or dependent's coverage through their employer

Changes made due to a qualifying event must be made within 30 days of the occurring event. The appropriate forms to make changes in your benefit options are available from the Human Resources Department. **Please see medical and dental plan summaries for complete details.**

CASH IN BUILDINGS

Monies collected by school employees and by student treasurers shall be receipted, accounted for, and directed without delay to the school secretary. **UNDER NO CIRCUMSTANCE shall money be left overnight in school buildings,** except in the safe or fireproof file cabinet provided for safekeeping of valuables. Refer to policy DM for details.

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

In order for the District to maintain up-to-date and accurate information on its employees, any changes of name, address or telephone number must be **reported in writing or via email to the site/department secretary AND to the Human Resources Department** within ten days of the change. These changes must also be reported to the **state retirement system.**

CHILDREN IN THE WORKPLACE

Employees are expected to be at their assigned rooms or duty areas on-time, each workday and be available to complete

duties as assigned until the designated time(s) they are scheduled to leave. Family members are not allowed in the employee's duty area during the scheduled duty hours per Board Policy GCL.

CLASSROOM DECORATIONS

Rooms should be arranged and decorated to create a pleasant environment conducive to learning. Posters, pictures, classroom regulations and student work are examples of appropriate items that should be displayed. Please use the tackable wall surface as much as possible to avoid damage to the walls. All wall décor must be removed at the end of the school year to allow for cleaning and/or painting. **DO NOT USE TAPE OF ANY KIND ON DOORS OR WINDOW FRAMES.**

Please note that Fire Marshall regulations prohibit covering more than 80% of total wall surfaces and any items hanging from the ceiling. For safety, windows which allow viewing into the classroom may not be covered in their entirety during the regular school day.

CLOSED CAMPUS FOR STUDENTS

The District maintains a closed campus for students. This means that students may not leave campus during the school day at anytime. Refer to policy JE.

COMPENSATION SCHEDULES

The Governing Board annually establishes the salary, benefit, stipend and additional duty schedules for all employees within the budgetary constraints of the District. Most compensation schedules are available on the Human Resources page of the District web site. Copies of all schedules are available from the Human Resources Department.

COURSE APPROVAL (Certified Employees)

Certified personnel who intend to use university or college course credits for *Professional Growth Credit* must obtain approval in advance from the Superintendent or his designee. To be considered for *Professional Growth Credit*, courses must meet **one** of the following criteria and must be pre-approved by the Superintendent: coursework must be graduate level and apply toward an advanced degree with an approved program of study on file with the District; or coursework must be graduate level and applicable to content area, unless specifically approved by the Superintendent; or coursework must fulfill training requirements recommended and approved by the Superintendent.

Forms for academic course approval are available from the Human Resources Department or your school office. The cost of these courses is the responsibility of the employee, not the District. The courses should occur during non-contract hours in order to be eligible for *Professional Growth Credit*.

DIRECT DEPOSIT

Direct deposit authorization forms are available from the Human Resources or Payroll Departments. A completed form and a voided check are necessary to complete the process. Requests should take effect within two payroll cycles after the request is made. *Direct deposit receipts will be delivered via email in a PDF format to all employees with a valid District email unless payroll is notified in writing to continue paper receipt. Employees with no District email will receive a paper receipt.*

Changes to direct deposit account information will not be accepted after May 1, 2016.

Direct deposit may be discontinued by notifying the Payroll Department in writing at least five (5) business days prior to

the pay date for which the cancellation will be effective. **Payroll must be notified to stop direct deposit PRIOR TO CLOSING AN ACCOUNT.**

We are unable to process direct deposit cancellations after June 10, 2016.

DISTRICT CREDITS (Certified Employees)

Certified personnel may also receive District Credit for attendance of workshops, conferences and seminars provided the cost is not paid for by the District and attendance occurs during non-contract hours. Attendance at workshops, conferences and seminars must be pre-approved by the Superintendent in order to receive District Credit for *Professional Growth Credit*. These hours will be credited at one hour of District Credit for each 15 hours of seat time. Verification of attendance must be provided to the Human Resources Department to receive credit.

DRESS CODE FOR STAFF

District employees are expected to dress and maintain a general appearance to reflect their position within the District. At no time shall staff dress appear below minimum standards required for students. Guidelines have been developed to assist all District employees in modeling appropriate dress expectations for students and to positively represent the site, District and education profession (see policy GBEB-R). Questions regarding the appropriateness of clothing may be directed to the site administrator.

DUTY-FREE LUNCH (Hourly Employees)

All hourly employees should be scheduled for a 30 minute lunch break per day. Hourly employees cannot be required to perform work during this time. If an hourly employee is required to perform duties during their scheduled lunch break,

the employee must be compensated for the entire 30 minute period. Refer to policy GDL for details.

EMAIL

Most employees are issued a District email upon hire. This is the primary vehicle for delivery of all official District notices and other important employee correspondence. **All District employees must check their District email each work day.** Notices and correspondence for employees with no District email will be routed through their supervisor, administrator or site/department secretary.

Use of District email for personal purposes is prohibited.

Employees who currently do not have a District email and would like to obtain one should direct their request to their site/department administrator. The administrator is responsible for providing access to a District computer and should request issuance of email address from the Human Resources Department. **See policy IJNDB.**

EMERGENCY CARD (Staff)

All staff should complete and return to their site/department secretary a *Staff Member Emergency Card* listing current emergency contacts, phone numbers and any pertinent information in case of a medical emergency. To update information, a new card can be obtained from the Human Resources Department.

EMERGENCY PROCEDURES

State law requires that schools conduct emergency evacuation drills. Each room has an **EMERGENCY MANAGEMENT PLAN** and a posted diagram of their room showing the emergency evacuation route. This diagram must be posted in a prominent location in the room, preferably close to a door. All employees are expected to know and be able to execute the

procedures listed for each emergency circumstance addressed in the plan. **In the event of an evacuation, teachers must have a student roster in their possession in order to ensure all students are accounted for.** Refer to policy EBC for details.

ETHICS

All employees of the District are expected to maintain high standards in their school relationships. Refer to policy GBEA for general guidelines regarding the standards of expectation.

EVALUATIONS

All teachers must be evaluated at least once per year. Refer to policy GCO and the Santa Cruz Valley Teacher Evaluation System for details.

All new support staff should be evaluated a minimum of twice per year (once within 90 days and second evaluation before March 1st). Returning support staff will be evaluated a minimum of once annually on or before March 1st. Refer to policy GDO and Santa Cruz Valley Support Staff Evaluation for details.

The Certified and the Classified Evaluation Systems are posted on the District web site.

FIELD TRIPS

Teachers who wish to schedule a field trip must complete a *Field Trip Request Form*. **The completed form must be submitted a minimum of sixty (60) days in advance of the trip.** If transportation is required a *Transportation Request Form* must also be submitted to your administrator **sixty (60) days in advance** of the event. A *Student Activities Requisition* is also required if transportation is being paid with Student Activities funds. All forms must be directed to the site/department administration for approval. Please refer to

policy IJOA, Student Activities and District Procedure Manuals for details.

FUND RAISING (Student)

All fund raising activities, even those that do not extend into the community, require the prior approval of school administration. If the activity extends into the community, it must be submitted to the Superintendent for approval. All fund raiser requests need to be on file with the Student Activities Department prior to the start of the fund raiser. Sponsors should refer to and must comply with the District Wellness Policy JL and Student Activities Procedure Manual.

GRIEVANCES

In the event an employee believes there has been a violation, misapplication, or misinterpretation of a statute, Governing Board policy or regulation, or a District/School/Department procedure, the employee may file a grievance with his immediate supervisor. Refer to policy GBK for details regarding the grievance process.

HAZARDOUS CONDITIONS

All employees should immediately report to the administration any conditions which they observe to be hazardous to staff, students, visitors or any other possible parties. Refer to policy EBBB for details.

HOUSEKEEPING

In an effort to maintain a clean, attractive learning environment, teachers should have students pick up trash off the floor at the end of the day or each period. **When you leave your room at the end of the day, make sure that the lights and air conditioning/heat are turned off (if applicable).** Please notify your site secretary to initiate a work order for any unusual needs beyond daily cleaning.

NO FOOD OR DRINKS (except water) ARE ALLOWED IN THE CLASSROOMS. All appliances (microwaves, refrigerators, coffee pots, hot plates, etc) must be located in designated staff lounges. Appliances may not be kept in the classroom or office without prior authorization from the administration for medical reasons.

INJURIES

Injuries which occur on school property or on school-sponsored trips that involve students or staff members, including staff members on authorized school business trips must be reported. Injuries which involve staff members require the completion of an injury report by the staff member's immediate supervisor in order to be eligible to be covered by Workers' Compensation.

An injury report must be reported in all cases, whether or not you seek medical treatment.

- To seek medical treatment (for non-life threatening injury) employee and supervisor must call the Nurse Triage line at (888) 252-4689, Option 2
- To report an injury after receiving medical treatment, employee and supervisor must call the Nurse Triage line at (888) 252-4689, Option 3

Refer to policies EBBB and GBGD for details.

INTERNET/E-MAIL USAGE

All employees will adhere to policy IJNDB related to the use of technology and the internet. **Policy IJNDB advises users that they are to *expect no privacy in the contents of their personal computer files, email and use of the internet on the District's system.*** The District's internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established for public access or as a public forum. Furthermore, a staff

member may not use this system for commercial purposes to offer, provide or purchase products or services through the system. The system may not be used for political lobbying. **Use of “All Email Users” restricted to authorized personnel.** A signed agreement is required prior to use of any computer on campus and is valid for the entire term of the employee’s employment. Refer to policy IJNDB for details.

INVENTORY

Employees are responsible for all items in their classroom/work area/office area. Check to see that all items which are assigned to your area are accounted for at the beginning and end of the school year. Report any discrepancies to the site/department administrator at once. **Do not move items from room to room or dispose of ANY item without submitting the appropriate form. The Transfer/Dispose Form is found on the Business Services page of the District web-site.** Completed forms are to be submitted to the Fixed Assets Department. Refer to policy DID for details.

JOB POSTINGS

All vacant positions in the District will be posted via District email and will be posted at each site for a minimum of five (5) business days. Employees should check email daily and refer to the posting area at their site for a list of current openings.

KEYS

A key will be provided to any room where you will be conducting classes or activities. If you need a key, or are having problems with your key(s), contact your site/department secretary. **Do NOT lend keys to students.** All keys shall be turned in at the end of the school year. **Lost or stolen keys must be reported immediately to the administration. An employee will be assessed a fee of \$50.00 per key plus the expense for the locksmith services not to exceed \$500.00 for the replacement of all keys which are lost.** Refer to policy

ECA and the *District Key Control Agreement* for additional information.

LEAVE

Employees who are contracted for 30 hours per week or more are granted 0.0663 of a personal leave day for each duty day.

Employees contracted for a minimum of 20 but less than 30 hours per week shall receive a prorated allotment of days based upon the percentage of workweek employed. (Example: An employee who works 20 hours per week is employed for 50% of the workweek and shall be granted 50% of leave based upon schedule listed above)

Note to hourly staff: Pursuant to your contract, personal leave maybe used only after any earned compensatory time has been applied.

Other types of leave, such as bereavement, military, jury duty, school business, Family Medical Leave, leave without pay, are also available. See policies GCC, GCCA, GCCC, GCCD, GCCE, GCCF and GCCH for complete details.

LEAVE DONATION

The District recognizes there may be circumstances when an employee may exhaust all accrued leave. To provide some measure of relief voluntary transfer of accrued leave is available. To request donated leave an employee (1) must have a non-job related extended and seriously incapacitating illness, injury or disability, either personally or in the immediate family (2) must have or will be absent from their regularly assigned duties for a minimum of fifteen (15) work days (3) must have or will exhaust all accumulated leave. An application for *Voluntary Transfer of Accrued Leave* is available and must be accompanied by a medical certification form.

Once a staff member has obtained approval of their application for leave donation, fellow staff members may voluntarily donate a maximum of five (5) days leave if they currently have a minimum of thirty (30) days of accrued personal leave days. Staff members may not donate accrued leave to their immediate supervisor. Leave donated shall be applied in the order received. If an employee receives more donated leave than needed, excess days will be returned to the donor. Contact Human Resources for an application packet and leave donation Forms or see policy GCCG for complete details.

LEAVING THE BUILDING

If you find it necessary to leave the building during the normal duty day, you are required to inform the administration before leaving and upon returning to the campus.

LEAVING THE CLASSROOM

If it becomes necessary to leave your classroom while class is in session, contact a teacher in a nearby room or the office. **Do not leave students unattended in your classroom.**

MATH ENDORSEMENT BONUS (Certified Employees)

Certified employees who are teaching math, at least on a half-time basis, at the middle or high school level and who hold or obtain an approved area in mathematics or a math specialist endorsement may be entitled to a \$2,500 mathematics bonus. See policy GCBA for details.

MEALS (Cafeteria meals)

The District administers a Provision 2 meal program. Provision 2 enables the District to provide meals at no cost to the students. This program does not apply to staff members and to student's second meals. The District maintains a no credit policy for staff and students' second meals.

MOVIES/VIDEOS/TELEVISION PROGRAMS

Television programs, movies and videos may not be used for recreation, entertainment, rewards or incentives.

Television programs, rated movies and rated videos that are not approved by the Governing Board shall not be shown in classrooms or at any District facility. This includes buses and motels where students are present. Teachers must notify parents in advance of the title of the television program, movie or video and the date of viewing. Parents have the right to request that their child not view the program, movie or video. Refer to policies IJND for details.

OVERTIME (Hourly Employees)

Hourly employees cannot work more than their number of contracted hours without prior authorization. If it becomes necessary for an hourly employee to work more than 40 hours during any week, it must be agreed upon that the employee will be compensated either through compensatory time or monetarily, with Superintendent approval, prior to the performance of the extra work. **Hourly staff can not volunteer to work more hours.** Refer to policy GDL for details.

PAY SCHEDULE

Pay checks are processed on a biweekly basis. A list of scheduled pay dates can be found in Appendix B. **Pursuant to IRS regulations, the pay option selected on an employee contract may not be changed after the first scheduled duty day.**

During the school year, paychecks will be delivered to your site/department secretary usually by 10:00 am Friday. No paychecks may be picked up from the Payroll Department without prior approval from your site administrator. **Paychecks which are issued during fall, winter, spring, and summer breaks or any other school holiday period will be mailed.**

An employee who wishes to have his check held during a break so that he/she may pick it up must notify the payroll department in writing no later than five (5) days prior to payday. Checks must be picked up by 2 pm or the check will be mailed.

Availability of paychecks is completely dependent on processing by the county school superintendent's office.

PAYROLL DEDUCTIONS

Mandatory Deductions

Federal and Arizona income taxes, social security, medicare and employee contributions to the Arizona State Retirement System will be deducted as mandated by state and federal law. All employees must have a completed and signed federal withholding form on file with the payroll department. If no form is on file, withholding will be set at Single with zero (0) exemptions and state withholding at 5.1%. Changes to withholding can only be executed by completing a new form and must be a result of valid changes in tax liability. Some examples of qualifying changes are:

- Change in marital status
- Change in number of dependents
- Change in job status
- Change in spouse's job status
- Change in income from other sources

Changing withholding for the purpose of increasing take home pay without a change in tax liability is not a valid reason. In fact, this may cause the IRS to audit individual federal withholding forms, set withholding for an individual, and set forth individual penalties. Employees claiming 'EXEMPT' must complete a new Form W-4 by February 15 of each year. It is the employee's responsibility to review federal, state and retirement deductions to ensure

deductions are accurate and sufficient. See IRS Publications 505 and 919 for complete information.

Voluntary Deductions

Voluntary deductions such as insurance premiums for dependents, tax-sheltered annuities and credit union deposits may also be deducted at the employee's option and expense. See Appendix C.

Payroll deductions for the cost of health insurance (medical and/or dental) will be deducted over the course of 20 pay periods for employees whose positions are less than twelve (12) months. The amount deducted per pay period is calculated as follows:

$$\begin{aligned} & \text{Monthly cost} \times 12 \text{ months} = \text{total annual cost} \\ & \div 20 \text{ pay periods} \end{aligned}$$

Less than twelve month employees with family medical coverage have the option to have premiums deducted over the course of 26 periods provided they have selected extended summer pays. Twelve (12) month employees will have the cost deducted over a minimum of 25 pay periods.

Payroll deductions for the cost of AFLAC, visioncare insurance and/or voluntary life insurance will also be deducted over the course of 20 pay periods. The amount deducted per pay period is calculated as follows:

$$\begin{aligned} & \text{Monthly cost} \times 12 \text{ months} = \text{total annual cost} \\ & \div 20 \text{ pay periods} \end{aligned}$$

PERSONAL MAIL

The District warehouse is not authorized, nor will it accept, personal mail or packages addressed in care of the District. See Board Policy EGAE for complete details.

PERSONAL PROPERTY

The District shall not assume responsibility for the loss of, or damage to, **personal property** stored, installed, or used on school premises. Employees who bring personal property to work do so at their own risk. Please mark personal belongings with a tag and record all serial numbers. Refer to policy ECAD.

PERSONNEL RECORDS

The District maintains a complete and current official personnel file for each employee. These files are confidential and access is limited to authorized District officials and employees. Should you need to review items in your personnel file, please call the Human Resources Department to schedule an appointment. Refer to policy GBJ for details.

PROFESSIONAL GROWTH CREDIT (Certified Employees)

The *Professional Growth Credit Program* allows certified staff members to earn enduring salary increases within budget constraints. Personnel who have or will accumulate additional academic and/or District Credits earned after hire will have an annual opportunity to submit an application for *Professional Growth Credit*. Applications must be completed and submitted to the Human Resources Department annually. The Human Resources Department must receive all necessary transcripts and/or verifications by the October 1st. Credit for valid credits will be compensated at the rate of \$75 per academic and/or District credit and payment will be dispursed in equal installments beginning with the last paycheck in October through the end of the contract pay selection. Refer to policy GCBA, GCBA-R for details.

PURCHASES

Purchases may only be made by personnel authorized by the site/department administrator. **Do not purchase items without an approved purchase order.** This violates state law and subjects you to personal liability for any purchases made without a purchase order. Purchasing includes obtaining samples, reserving items or services, placing items on hold, previewing items eventually purchased or exceeding the limit on an open purchase order.

Purchases made with District funds and/or student activities funds must be shipped and received by the District central warehouse. Goods and merchandise may not be shipped to a personal residence. Goods and merchandise purchased with District and/or student activities funds are property of the District/students and must be accounted for. Refer to policy DJ, DJE for details.

RELEASE OF STUDENTS PRIOR TO THE END OF THE SCHOOL DAY

No student under the age of 18 may be released from school prior to the end of the school day except by the student's parent or a person authorized by the student's parent or by a person who has legal custody of the student. Refer to policies JL1B for details. Students 18 years of age or older can only be released by self if they follow the guidelines explained in the student handbook (excused absences).

REQUESTS FOR LEAVE

It is the sole responsibility of the employee to be aware of the number of days they have available for personal leave and to submit a request for leave for each period of absence. An absence constitutes any period of time during which you are away from your regular duty post. This can include, but is not limited to, time taken as personal leave, school business, on-site training, etc.

For scheduled absences, an employee must submit their request for leave via Aesop or Kronos (only one system is applicable per employee) to their administrator a minimum of three (3) workdays in advance of date(s) requested.

Absences which occur

- **Immediately before a school holiday;**
- **Immediately after a school holiday;**
- **During the first ten (10) days of the school year;**
- **During the last ten (10) days of the school year; or**
- **Days intended for professional development, parent-teacher conferences or grading**

require prior approval from the Superintendent.

If you find it necessary to be absent on any of these days please **submit a paper leave request, in addition to your request for leave in Aesop or Kronos, to your administrator at least 10 business days prior** to the scheduled absence. Employees should attach typed documentation or an explanation for absence to the leave request.

Some school sites/departments may also require a paper leave request for all absences.

Hourly Staff

When unable to submit a request for leave in advance in Kronos, such as in cases of sickness or emergency, you must notify your administrator by phone and a request for leave must be submitted on the first day you return to work.

Salaried Staff

You may submit a request for leave until 2 hours prior to scheduled start time in cases of sickness or emergency. If less than 2 hours remain until your scheduled start time, your administrator or site secretary/clerk will need to enter the request for leave on your behalf.

In all cases of unplanned leave, you must notify your administrator by phone. Refer to policy GCCA for details.

RESIGNATIONS

All resignations or requests to be released from contract prior to its conclusion shall be presented in writing to your administrator. Upon acceptance by the administrator, the resignation or request to be released will be forwarded to the Superintendent for Governing Board approval. Refer to policy GCQC and GDQB for details.

SEARCHES

Teachers shall not conduct searches under any circumstances. Searches are to be conducted only by the Principal, Assistant Principal, Dean of Students, School Resource Officer, Superintendent or his/her designee. If you suspect the presence of drugs, alcohol, weapons, or other items prohibited by law or District policy, report it to the administration immediately. Refer to policy JIH for details.

SPECIAL EDUCATION ENDORSEMENT BONUS (Certified Employees)

Certified employees who are working in a special education position and have obtained a special education certificate/endorsement may be entitled to a \$2,500 Special Education Bonus. See policy GCBA for details.

STAFF CONDUCT

All employees of the District are expected to conduct themselves in a professional manner consistent with effective and orderly education and to protect students and District property. Refer to policies GBEA, GBEEA, GBEB, GBEBB, GBEEBC, GBEC, GBEECA, GBEECB, GBED and GBEEF for details.

STUDENT FEES

Fees may be assessed to students enrolled in classes or activities only upon approval by the Governing Board. Refer to policy JQ for details.

STUDENT OPT-OUT POLICY

A student may request to withhold their directory information from being published or released to outside agencies. Please check with your site secretary to find out which students have filed an Opt-Out Form prior to releasing or publishing any student information. See Board policy JR.

STUDENT RECORDS

The confidentiality of student records must be kept at all times. Records must be kept locked at all times except when under review by an authorized person. Special education records must be kept under double lock (e.g., a locked file cabinet in a locked storage room). **Do not make unauthorized copies of students records or give original student records to anyone, including parents. Do not let parents or any other unauthorized persons make copies of student files.** Refer to policy JR for details.

SUBSTITUTES & GUEST TEACHERS

All requests for Guest Teachers must be submitted in Aesop. The system will coordinate preferences submitted by school sites, teachers and guest teachers. A confirmation email will be sent by Aesop once your guest teacher has been

obtained. Teachers may not directly schedule assignments with Guest Teachers and Guest Teachers may not accept assignments directly from Teachers.

Guest Teachers will be provided for classroom and special education teachers only.

The Aesop system is available 24 hours per day/7 days per week at:

www.aesoponline.com/login2.asp
1-800-942-3767 (1-800-94A-ESOP)

If a guest teacher is not needed or is needed for only a portion of the day, it is the teacher's responsibility to adjust the start and/or end time accordingly.

Aesop will accept Guest Teachers requests until 2 hours prior to scheduled start time. If less than 2 hours remain until your scheduled start time, your administrator or site secretary/clerk will need to enter the request on your behalf. **Teachers must also notify their administrator in addition to contacting Aesop in the cases of next day/same day requests.**

Teacher must maintain current and detailed information for Guest Teacher reference in the classroom, uploaded in Aesop or both. This information should include a copy of class rosters, seating charts, lesson plans, activity sheets/directions, referrals, emergency information and any other items that will aid during a scheduled or unscheduled absence.

No requests for classified substitutes will be initiated unless a staff member's absence will be extended. Requests for substitute special education support staff must be initiated by the Special Education Department.

TAX DEFERRED ANNUITIES

A list of the current tax deferred annuities, available through payroll deduction, is found in Appendix C.

TELEPHONE USE

Telephones are available for teacher use as necessary. **Personal calls, including the use of cell phones or other electronic devices, should be limited to non-contact hours with students and should not occur within the presence of students.** Personal communication devices should not disrupt or interfere with instructional time. Long Distance calls are restricted. If you need to make a long distance call, see the administrator's secretary for procedures.

Teachers should return calls promptly to parents within 24 hours. This is necessary for establishing a positive working relationship with parents and community members. Keep a log of parent calls including the date, time and summary of the call. Refer to policy EGAF for details.

TIME & EFFORT

Time & Effort is required for payment of any and all wages paid by federal funds. This certification is required in addition to the time worked reported in the time clock. The certification must be complete and signed by both the employee and fund manager.

TIMECLOCK (Hourly Staff)

Non-exempt (hourly) employees shall report all time worked via the electronic timeclock. If the electronic timeclock is unavailable employees shall report their punch in/out times in the manner specified by their supervisor. After the close of every pay period, but not later than 9:30 am on the morning of the non-payday Friday, all employees shall verify the times recorded in the electronic timeclock are accurate.

An employee can accomplish the following tasks at the timeclock:

- Punch IN and OUT
- View their previous, current or future pay period timecard
- View their previous, current or future pay period schedule
- View balances of available compensatory time, vacation, and personal leave
- Request time off
- View messages related to their timecard or request for time off
- Transfer from one position to another
- Approve timecard

NOTE: When an employee requests time off, the timeclock system will draw from available compensatory time first, vacation second and personal leave last.

TOBACCO POLICY

It is unlawful for employees to possess or use tobacco on school grounds, in school vehicles and at school functions. Violation of this policy will result in disciplinary action. Refer to policy GBED for details.

TRANSFER/CHANGE OF ASSIGNMENT

Each spring, employees will have the opportunity to request a transfer or change of assignment for the following academic year. Requests will be considered, however, the Administration will have the final determination. Refer to policy GCK for details.

TRANSPORTATION REQUESTS

Transportation requests must be submitted to your administrator **sixty (60) days prior** to the trip date requested. Requests must include address of destination, itinerary, funding code and signature of administrator in order to be processed. Requests must be received by the Transportation Department no later than the 10th of the month prior to the trip date requested.

TRAVEL

Staff members may be reimbursed for approved business travel. A purchase requisition must be submitted prior to travel for all expenses and the Business Office will make all travel reservations. The Governing Board must approve all out-of-state travel. Rates are specified by the Auditor General's Office (www.gao.state.az.us). See District Travel Policy for details.

USE OF DISTRICT PROPERTY

Employees are responsible for the proper use and care of all District property. You **CANNOT** take District property home unless you have administrative approval and have completed the proper form. Refer to policies EDB and EDC for details.

USE OF DISTRICT VEHICLES

Policy EEB prohibits the use of District vehicles for personal use, unless the personal use is incidental to a school-related trip. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent. **All vehicle usage must be documented on the mileage travel log located in each vehicle.** Pursuant to IRS regulations, use of a District vehicle which is not logged may be considered a fringe benefit and can be taxable. Refer to policy EEB for details.

VACATION DAYS

Twelve (12) month employees are entitled to the following number of vacation days during the following years of full-time year round service:

1-2 years	=	5 days per year
3+ years	=	10 days per year (minimum)

The number of vacation days a twelve month employee receives after the third year of consecutive employment varies dependent upon the year an employee receives their first annual appointment. See policy GCD and GDD for details.

VISITORS ON CAMPUS

Any person who is not an employee or student of the school district must display a “Visitor” badge while on campus. If an employee sees a visitor without a badge, he/she should question the visitor about the nature of the visit and direct the visitor to the administration building.

WORK HOURS

Work hours for all staff are determined and may be modified by their supervisor, principal or the District Administration.

Non-exempt (hourly) employees must be scheduled in the timeclock system by their supervisor prior to completing any work hours. Hourly employees may not exceed their scheduled number of work hours without prior authorization from their supervisor.

If an hourly employee is required to perform duties during their scheduled lunch break, the employee must be compensated for the entire 30 minute period. **Lunch or break periods less than 30 minutes in duration must be compensated.** Refer to policy GDL for details.

WORK ORDERS

If you require telephone service, computer hardware, computer software or other technology related services a *Work Order* must be emailed to tsupport@santacruz.k12.az.us. *Work Orders* should include the requestor's name and site, the nature of the service needed, when service is needed, location of resources available. **A subject must be listed in email subject line.**

For facilities needs, notify your site secretary in the manner specified by your site so that they may initiate a work order on your behalf.

The following is a list of topics which have District procedures or forms available. A copy may be available at your District site or by contacting the applicable District department. Employees are expected to be aware of and follow procedures set forth.

DISTRICT PROCEDURES

Attendance (Student)
Equipment Inventory
Field Trips
Gifts and Donations
Horizontal Movement
Mail and Warehouse (including UPS, FedEx, Bulk Mail)
Maintenance Requests
Position Reclassification
Purchasing
Software Management
Special Education Referrals
Student Activities
Substitutes & Guest Teachers
Supply Inventory
Tax Credit Donations
Technology Purchases
Technology Service Requests
Textbooks: Adoption & Reduction
Transportation
Travel Policy
Use of District Credit Cards
Volunteers

The following is a list of topics, which are discussed in your school site procedure manual, if applicable. School site employees are expected to be aware of and follow procedures set forth in the manual.

SCHOOL/DEPARTMENT PROCEDURES

Agendas

Announcements

Attendance (Student)

Bell Schedule (Regular and Early Release)

Classroom Regulations

Copy Machine Use

Detention (High/Middle Schools)

Duty Hours

Eligibility Reporting Requirements (High/Middle Schools)

Examinations

Field Trips

Grade Policy

Guests

Health Office Referrals

Homework Policy

Lesson Plans

Meetings

Progress Reports

Report Cards

Required Classroom Items

Staff Duties

Scheduling Activities

Site Forms

Student Aides (High/Middle Schools)

Student Discipline

Student Passes

Tutoring

**SIGNIFICANT DATES
on the SCHOOL CALENDAR**

First Day of Classes	Aug 10
Labor Day - No Classes	Sept 7
End of 1st Quarter-K-12 Early Release	Oct 9
Fall Break - No Classes	Oct 12-16
First Day Back for Students	Oct 19
K-12 Parent Conference - Early release	Oct 22
K-12 Parent Conference - No Classes	Oct 23
Veteran's Day - No Classes	Nov 11
Thanksgiving - No Classes	Nov 26, 27
End of 2nd Quarter-K-12 Early Release	Dec 18
Winter Vacation - Start	Dec 21
End	Jan 1
First Day Back for Students	Jan 4
Martin Luther King Jr. Observed	Jan 18
K-12 Parent Conference - Early release	Feb 11
Early release	Feb 12
President's Day - No Classes	Feb 15
End of 3rd Quarter-K-12 Early Release	Mar 4
Spring Break - No Classes	Mar 7-11
First Day Back for Students	Mar 14
No Classes	Mar. 25
Spring Holiday & No Classes	Mar. 28
Last day of classes -K-12 Early Release	May 26

Appendix A

PAY DATE SCHEDULE

Period #	Period Ends	Pay Date
P-1	7/2/2015	7/10/2015
P-2	7/16/2015	7/24/2015
P-3	7/30/2015	8/7/2015
P-4	8/13/2015	8/21/2015
P-5	8/27/2015	9/4/2015
P-6	9/10/2015	9/18/2015
P-7	9/24/2015	10/2/2015
P-8	10/8/2015	10/16/2015
P-9	10/22/2015	10/30/2015
P-10	11/5/2015	11/13/2015
P-11	11/19/2015	11/27/2015
P-12	12/3/2015	12/11/2015
P-13	12/17/2015	12/25/2015
P-14	12/31/2015	1/8/2016
P-15	1/14/2016	1/22/2016
P-16	1/28/2016	2/5/2016
P-17	2/11/2016	2/19/2016
P-18	2/25/2016	3/4/2016
P-19	3/10/2016	3/18/2016
P-20	3/24/2016	4/1/2016
P-21	4/7/2016	4/15/2016
P-22	4/21/2016	4/29/2016
P-23	5/5/2016	5/13/2016
P-24	5/19/2016	5/27/2016
P-25	6/2/2016	6/10/2016
P-26	6/16/2016	6/24/2016
P-27	6/30/2016	6/30/2016

Appendix B

**TAX DEFFERED ANNUITIES
(available through payroll deduction)**

**MassMutual
ING
Met Life**

**Security Benefit
VALIC**

403(b), 457(b) and Roth 403(b) products are available through the vendors listed above. For contact information please see *Supplemental Retirement Vendors* under Employee Benefits on the Human Resources page of the District web-site.

OTHER AVAILABLE PAYROLL DEDUCTIONS

**American Southwest Credit Union
AFLAC Insurance
Eye Med Visioncare Plan
Principal Life Insurance
Southeastern Arizona Federal Credit Union
United Way of Santa Cruz County**

Appendix C

Educate Everyone Every Day